सत्यमेव जयते

# महाराष्ट्र राज्यात चालविण्यात येणा-या सर्वच पाळणाघरांसाठी कार्यनियमावली/कार्यपध्दती दिनांक १० जानेवारी २०१९ पासून अंमलात आणण्यात आलेली आहे.

महिला व बाल विकास विभाग,शा.नि.क्र.एबावि-२०१७/प्र.क्र.३३८/का.६,दिनांक ७ जानेवारी २०१९

# राष्ट्रीय पाळणाघर योजना नियमावली

( केंद्र शासनाने वेळोवेळी योजनेच्या निकषात केलेल्या बदलानुसार लागु )

राज्यात चालविण्यात येणा-या सर्वच पाळणाघरांसाठी
<u>कार्यनियमावली / कार्यपध्दती लागु करणेबाबत.</u>

**महाराष्ट्र शासन**
**महिला व बाल विकास विभाग**
**शासन निर्णय क्रमांकः एबावि-२०१७/प्र.क्र.३३८/का.६**
नवीन प्रशासन भवन, ३ रा मजला,
मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई - ४०० ०३२.
**दिनांक : ७ जानेवारी २०१९**

**वाचा :-** (१) महिला व बाल विकास विभाग,शासन निर्णय क्र.एबावि-२०१६/प्र.क्र.२९९/का.०६, दि.१५ एप्रिल, २०१७
(२) महिला व बाल विकास विभाग,पत्र क्र.एबावि-२०१७/प्र.क्र.२८७/का.६,दि.२७ जून २०१८
(३) महिला व बाल विकास विभाग,शासन निर्णय क्र.एबावि-२०१७/प्र.क्र.३४८/का.०६, दि.३० जून, २०१८

**प्रस्तावना :-**

महिला व बाल विकास विभागामार्फत एकात्मिक बाल विकास सेवायोजना ही केंद्र पुरस्कृत योजना राबविण्यात येत आहे. एकात्मिक बालविकास सेवा योजनेतंर्गत राज्यात एकुण ५५३ प्रकल्पात ९७४७५ अंगणवाडी केंद्रे व ११९७५ मिनी अंगणवाडी केंद्र कार्यरत आहेत. त्यामध्ये एकुण १,९८,१५२ इतक्या अंगणवाडी सेविका, मदतनीस व मिनी अंगणवाडी सेविका कार्यरत आहेत. ही सर्व पदे मानधनी स्वरुपाची आहेत. योजनेच्या मॅन्यूअलप्रमाणे अंगणवाडीतील कामकाजाची वेळ ही फक्त चार तास आहे. ( काही ठिकाणी अंगणवाडया सकाळी ८ ते १२ या कालावधीत कार्यरत असतात. तर काही ठिकाणी ९ ते १. या कालावधीत कार्यरत असतात.) या योजनेतंर्गत सद्य:स्थितीत अंगणवाडीमध्ये पाळणाघरांचे प्रावधान नाही.

२. केंद्र शासनाच्या महिला व बाल विकास विभागाकडून राजीव गांधी राष्ट्रीय पाळणाघर योजना राबविण्यात येते. सदर योजनेची अंमलबाजवणी राज्यामध्ये महाराष्ट्र राज्य समाजकल्याण बोर्ड व राष्ट्रीय बाल कल्याण परिषद यांच्या मार्फत राबविण्यात येते. केंद्र शासनाने पाळणाघर योजनेसाठी सुधारित मार्गदर्शक तत्वे दिनांक १ जानेवारी २०१६ पासून लागू केली असून राजीव गांधी पाळणाघर योजनेतंर्गत सुरु असलेली पाळणाघरे एकात्मिक बालविकास सेवा योजनेंतर्गत (ICDS) समाविष्ट करण्याचा निर्णय घेतला आहे. सदर पाळणाघरे (Anganwadi cum creche) महणून कार्यरत रहाणार आहेत.

३. राजीव गांधी राष्ट्रीय पाळणाघर योजनेअंतर्गत राज्यात एकूण १६७० पाळणाघरे (केंद्र शासनामार्फत अनुदानित-२३३, राज्य समाजकल्याण बोर्डामार्फत-७०६, भारतीय आदिम जाती सेवक संघ नागपूर-४०१,महाराष्ट्र राज्य बालकल्याण परिषद,नाशिक यांचेमार्फत-३३०) अशी सुमारे १६७० पाळणाघरे स्वयंसेवी संस्थामार्फत चालविण्यात येत होती. केंद्र शासनाने सदर योजना समाज कल्याण बोर्डामार्फत न राबविता संबंधित राज्यांच्या महिला व बाल विकास विभागामार्फत राबविण्याचा निर्णय घेतलेला असून त्याकरीता सध्याच्या अंमलबजावणी यंत्रणांना अनुदान देण्याऐवजी ते थेट त्या-त्या राज्यांना देण्यात येणार आहे. ( २५ मुले असलेले एक पाळणाघर १ युनीट धरण्यात येते.) राजीव गांधी पाळणाघर योजनेतंर्गत सुरु असलेल्या पाळणाघरांची आयुक्त,एकात्मिक बाल विकास सेवायोजना,नवी मुंबई कार्यालयामार्फत तपासणी केल्यानंतर फक्त सुमारे ८०० पाळणाघरे सुरु असल्याचे आढळून आले आहे. केंद्र शासनाने सदर योजना बंद करुन

राज्य शासनाकडे वर्ग करण्याचा निर्णय घेतलेला आहे. केंद्र शासनाच्या निकषानुसार केंद्र हिस्सा ६०% , राज्य हिस्सा ३०% व संस्थेचा हिस्सा १०% असे निधीचे प्रमाण आहे.

४. केंद्र शासनाने दिनांक ३० मार्च २०१७ च्या पत्रान्वये १ एप्रिल २०१६ ते ३१ डिसेंबर २०१६ या कालावधीमधील ९ महिन्याचे अनुदान समाजकल्याण बोर्डाला वितरीत केलेले होते. सदर अनुदान समाजकल्याण बोर्डाने संस्थाना अदा केलेले आहे. १ जानेवारी २०१७ ते ३१ मार्च २०१७ या कालावधीमधील ३ महिन्याचे संस्थांचे अनुदान महिला व बाल विकास विभागामार्फत अदा करण्यासाठी रुपये ४०७.०१ लाख इतके अनुदान राज्य शासनास वितरीत केलेले आहे. केंद्र शासनाकडून राजीव गांधी राष्ट्रीय पाळणाघर योजनेअंतर्गत चालविण्यात येणा-या पाळणाघरांसाठी केंद्र हिस्सा ६०% राज्य हिस्सा ३०% व संस्थाचे अनुदान १०% याप्रमाणे निधी उपलब्ध करुन देण्यात येणार आहे. राजीव गांधी राष्ट्रीय पाळणाघर योजनेतंर्गत पाळणाघरे राज्य शासनाच्या कोणत्या यंत्रणेमार्फत चालविण्यात यावीत याबाबत निर्णय होईपर्यंत १ एप्रिल २०१७ पासून पाळणाघरांची मान्यता स्थगित ठेवण्याबाबत सर्व संबधित पाळणाघरे चालविणा-या संस्थाना कळविण्याबाबत समाजकल्याण बोर्डाला कळविण्यात आलेले आहे. उर्वरित सर्व पाळणाघर चालविणा-या संस्थाना पाळणाघरांची मान्यता स्थगिती ठेवण्याबाबत सर्व संबधितांना कळविण्याबाबत आयुक्त, ए.बा.वि. सेवायोजना, नवी मुंबई यांना दिनांक २७ जून २०१८ च्या पत्रानुसार कळविण्यात आलेले आहे. त्याप्रमाणे त्यांनी दिनांक ९ जुलै २०१८ च्या पत्रान्वये सर्व संबधितांना कळविलेले आहे. राज्यात राष्ट्रीय पाळणाघर योजनेतंर्गत चालविण्यात येणारी पाळणाघरे, स्वयंसेवी संस्थांमार्फत खाजगीरित्या चालविण्यात येणारी पाळणाघरे यासाठी कार्यनियमावली /कार्यपध्दती लागु करण्याची बाब शासनाच्या विचाराधीन होती.

<u>शासन निर्णय :-</u>

केंद्र शासनाने राजीव गांधी राष्ट्रीय पाळणाघर योजनेचे नाव बदलुन राष्ट्रीय पाळणाघर योजना असे केलेले आहे. सदर योजना अंब्रेला एकात्मिक बाल विकास सेवायोजना या मुख्य योजनेखाली उपयोजना म्हणून यापुढे कार्यन्वीत रहाणार आहे. राज्यात राजीव गांधी राष्ट्रीय पाळणाघर योजनेतंर्गत सुरु असलेल्या व मान्यता स्थगित ठेवलेल्या सर्वच पाळणाघरांची मान्यता याव्दारे शासन रद्द करीत आहे. राज्यात स्वयंसेवी संस्थांमार्फत खाजगीरित्या चालविण्यात येणारी पाळणाघरे यासाठी खालीलप्रमाणे कार्यपध्दती/कार्यनियमावली लागु करण्यास शासन मंजूरी देत असून सदर कार्यपध्दती **<u>दिनांक १० जानेवारी २०१९ पासून</u>** लागु राहील.

२. राज्यात ज्या स्वयंसेवी संस्थांना खाजगीरित्या पाळणाघरे चालवावयाची आहेत किंवा आता चालविण्यात येत आहेत अशा सर्व पाळणाघर चालविणा-या संस्था चालकांनी **दिनांक १ फेब्रुवारी २०१९ पूर्वी महानगरपालिका क्षेत्रासाठी संबधित महापालिकेच्या आयुक्तांकडे व जिल्हापरिषद क्षेत्रासाठी संबधित जिल्हा परिषदेचे मुख्य कार्यकारी अधिकारी तसेच नगर पालिका/नगर पंचायत क्षेत्रासाठी संबधित मुख्याधिकारी यांच्याकडे प्रस्ताव सादर करणे आवश्यक राहील.** प्राप्त प्रस्ताव नगर पालिका (नगर पंचायतसह), महानगर पालिका, जिल्हा परिषद यांचे महिला व बाल कल्याण समितीपुढे मान्यतेसाठी / शिफारस मिळणेसाठी सादर करण्याची जबाबदारी संबधित अधिकारी (संबधित विषय समीतीचे सचिव ) यांची राहील. समितीकडून ज्या संस्थाच्या पाळणाघरांच्या मंजूरीसाठी शिफारस करण्यात आलेली आहे अथवा शिफारस नाकारण्यात आलेली आहे असे

प्रस्ताव संबधित आयुक्त /मुख्य कार्यकारी अधिकारी (जि.प.) / मुख्याधिकारी यांच्यापुढे पुढील कार्यवाहीसाठी सादर करतील. अशा प्रस्तावास अंतिमरित्या समितीची मान्यता मिळाल्यानंतर १ महिन्याच्या आत अशा पाळणाघरांच्या मंजूरीचे आदेश निर्गमित करणे आवश्यक राहील.

खाजगी पाळणाघरांस मान्यता देताना खालील बाबी विचारात घेण्यात याव्यात.

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| १ | पाळणाघरे स्थानिक स्वराज्य संस्थाच्या कार्यक्षेत्रात कार्यरत असावीत. |
| २ | ग्रामपंचायत /नगर पालिका /महानगर पालिका यांनी पाळणाघर सुरु करण्याबाबत ठराव केलेला असावा. |
| ३ | राजीव गांधी राष्ट्रीय पाळणाघरे चालविणा-या संस्थाना मान्यता देताना स्थानिक प्राधिकरण त्यांच्यास्तरावर योग्य तो निर्णय घेतील. |
| ४ | राजीव गांधी राष्ट्रीय पाळणाघर योजनेअंतर्गत चालविण्यात येणा-या पाळणाघरांसाठी केंद्र हिस्सा ६०% , स्थानिक प्राधिकरण हिस्सा ३०% व संस्थाचे अनुदान १०% याप्रमाणे राहील. |
| ५ | ३०% निधीचा हिस्सा संबधित स्थानिक स्वराज्य संस्थानी त्यांच्या स्व:उत्पनन्न मधुन उपलब्ध करुन द्यावयाचा आहे. केंद्र शासनाचे अनुदान ६०% महिला व बाल विकास विभागाकडून अर्थसंकल्पित करुन आयुक्त,एकात्मिक बाल विकास सेवा योजना,नवी मुंबई यांच्यामार्फत संबधित स्थानिक प्राधिकारणास उपलब्ध करुन देण्यात येईल. |
| ६ | महिला व बाल कल्याण समितीच्या बैठकीस जिल्हापरिषदेमध्ये महिला व बाल विकास अधिकारी (जि.प.) यांना व महापालिकेच्या/नगरपालिका/नगरपंचायतीच्या बाबतीत बाल विकास प्रकल्प अधिकारी (नागरी) यांना पाळणाघर मंजूरीच्या बैठकीस निमंत्रित करण्यात यावे. |
| ७ | महिला बाल कल्याण समितीने मंजूरी दिलेल्या पाळणाघरांची यादी आयुक्त,एकात्मिक बाल विकास सेवा योजना,नवी मुंबई यांच्याकडे पाठविण्यात यावी. |

३) पाळणाघरे चालविण्यासाठी मंजूरी देण्याची कार्यपध्दती केंद्र शासनाच्या महिला व बाल विकास विभागाने तयार केलेल्या राष्ट्रीय पाळणाघर योजनेच्या नियमावलीत नमुद करण्यात आलेली आहे.

४) **राज्यात चालविण्यात येणा-या सर्व पाळणाघरांसाठी केंद्र शासनाच्या महिला व बाल विकास विभागाने तयार केलेली राष्ट्रीय पाळणाघर योजनेची नियमावली यापुढे लागु राहील.**

५) राज्यात पुर्णत: खाजगीरित्या स्वयंसेवी संस्थामार्फत चालविण्यात येणा-या पाळणाघरांसाठी शासनाकडून कोणतेही अनुदान अनुज्ञेय रहाणार नाही. त्यांना केंद्र शासनाने राष्ट्रीय पाळणाघर योजनेच्या नियमावलीनुसार पालकांकडुन पाळणाघरातील मुलांसाठी अनुज्ञेय केलेली फी आकारता येऊ शकेल.

६) राजीव गांधी राष्ट्रीय पाळणाघर योजनेतंर्गत कार्यरत असलेल्या व मान्यता रद्द केलेल्या पाळणाघरातील मुलांना जवळच्या अंगणवाडीमध्ये समाविष्ट करण्याची कार्यवाही आयुक्त,एकात्मिक बाल विकास सेवायोजना,नवी मुंबई यांनी एका महिन्यात पुर्ण करावी. याबाबतची कार्यवाही दिनांक २७ जून २०१८च्या पत्रात नमुद केल्यानुसार करण्यात यावी.

७) राष्ट्रीय पाळणाघर योजनेच्या नियमावलीनुसार खाजगीरित्या चालविण्यात येणा-या पाळणाघरांचे कामकाज सुरु आहे किंवा नाही याची संबधित महापालिकेचे आयुक्त /जिल्हापरिषदेचे मुख्य कार्यकारी अधिकारी/यांनी प्राधिकृत केलेल्या सक्षम अधिका-यामार्फत दर तीन महिन्यानी तपासणी करण्यात यावी. जे संस्थाचालक पाळणाघरांसाठी लागु केलेल्या नियमावलीनुसार पाळणाघरे चालवित नसतील त्यांची मान्यता तात्काळ रद्द करण्यात यावी.

८) दिनांक १ जानेवारी २०१७ ते दिनांक ३१ मार्च २०१७ या कालावधीत कार्यरत असलेल्या राजीव गांधी राष्ट्रीय पाळणाघर योजेनेतंर्गत (आताची राष्ट्रीय पाळणाघर योजना) पाळणाघरांसाठी केंद्र शासनाने निधी उपलब्ध करुन दिलेला आहे. सदर निधी अर्थसंकल्पित करुन संबधित संस्था चालक यांना विभागाच्या दिनांक २७ जून २०१८ च्या पत्रात नमुद केलेली कार्यपध्दती अनुसरुन उपलब्ध करुन देण्यास तसेच निधी अर्थसंकल्पित करण्यासाठी केंद्र व राज्य हिश्याच्या प्रमाणात ६०:३० याप्रमाणे नविन लेखाशिर्ष उघडण्यास मंजूरी देण्यात येत आहे.

९) राज्यात चालविण्यात येणा-या सर्व पाळणाघरांचा आढावा दर सहा महिन्यानी मुख्य सचिव यांच्या अध्यक्षतेखाली गठीत समितीकडून घेण्यात यावा.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेताक २०१९०१०७१७२६४४७२३० असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

Vinita Ved Singal

Digitally signed by Vinita Ved Singal
DN: CN = Vinita Ved Singal, C = IN, S = Maharashtra, O = Government Of Maharashtra, OU = Women And Child Development Department
Date: 2019.01.08 14:58:52 +05'30'

**(विनिता वेद सिंगल)**
सचिव, महाराष्ट्र शासन
महिला व बाल विकास विभाग

**प्रत,**

१) मा. राज्यपाल यांचे सचिव, राजभवन, मुंबई
२) मा. मुख्यमंत्री यांचे अपर मुख्य सचिव, मंत्रालय, मुंबई
३) मा. मंत्री / राज्यमंत्री, महिला व बाल विकास यांचे खाजगी सचिव, मंत्रालय, मुंबई
४) सर्व मंत्री/राज्यमंत्री यांचे खाजगी सचिव,मंत्रालय,मुंबई
५) मा.विरोधी पक्ष नेता,विधान सभा,विधानमंडळ, मुंबई/नागपूर
६) मा.विरोधी पक्ष नेता,विधान परिषद,विधानमंडळ,मुंबई/नागपुर
७) मा. मुख्य सचिव, महाराष्ट्र राज्य, मुंबई
८) अपर मुख्य सचिव (शालेय शिक्षण), शालेय शिक्षण विभाग,मंत्रालय,मुंबई
९) अपर मुख्य सचिव,सामान्य प्रशासन विभाग,मंत्रालय,मुंबई
१०) प्रधान सचिव, विधानमंडळ सचिवालय, विधानभवन, मुंबई

११) प्रधान सचिव (नगर विकास),नगर विकास विभाग,मंत्रालय,मुंबई
१२) प्रधान सचिव (सार्वजनिक आरोग्य)सार्वजनिक आरोग्य विभाग,मंत्रालय,मुंबई
१३) प्रधान सचिव (कामगार विभाग) उद्योग,उर्जा व कामगार विभाग,मंत्रालय,मुंबई
१४) प्रधान सचिव (विधी व न्याय), विधी व न्याय विभाग,मंत्रालय,मुंबई
१५) प्रधान सचिव ( वि.सू.),वित्त विभाग,मंत्रालय,मुंबई
१६) सचिव ( म.व बा.वि.) मंत्रालय,मुंबई
१७) सचिव (आदिवासी विकास),मंत्रालय,मुंबई
१८) सचिव (सामाजिक न्याय व विशेष सहाय्य) विभाग,मंत्रालय,मुंबई
१९) सचिव, ग्रामविकास व जलसंधारण विभाग, मंत्रालय, मुंबई
२०) सचिव (महिला व बाल विकास) मंत्रालय,मुंबई
२१) आयुक्त, महिला व बाल विकास, महाराष्ट्र राज्य, पुणे
२२) आयुक्त,एकात्मिक बाल विकास सेवा योजना,नवी मुंबई
२३) उप आयुक्त (सनियंत्रण) एकात्मिक बाल विकास सेवायोजना,नवी मुंबई
२४) सर्व विभागीय आयुक्त
२५) सर्व जिल्हाधिकारी
२६) सर्व मुख्य कार्यकारी अधिकारी, जिल्हा परिषद
२७) सर्व महानगरपालिका आयुक्त, महानगरपालिका
२८) संचालक,नगरपालिका प्रशासन,मुंबई
२९) सर्व विभागीय उपायुक्त, महिला व बाल विकास विभाग
३०) सर्व जिल्हा महिला व बाल विकास अधिकारी
३१) सर्व बाल विकास प्रकल्प अधिकारी (नागरी/ग्रामीण/आदिवासी )
३२) सर्व मुख्याधिकारी, नगरपालिका,
३३) सर्व मंत्रालयीन विभाग
३४) महालेखापाल, (लेखा व अनुज्ञेयता) (लेखापरिक्षा), महाराष्ट्र मुंबई / नागपूर
३५) महासंचालक, राजमाता जिजाऊ माता-बाल आरोग्य व पोषण मिशन,मुंबई
३६) सर्व महिला व बाल विकास अधिकारी, ( जिल्हा परिषद)
३७) अधिदान व लेखा अधिकारी, मुंबई
३८) निवासी लेखा परिक्षा अधिकारी मुंबई
३९) सर्व जिल्हा कोषागार अधिकारी
४०) सर्व खाजगी संस्थाचालक,पाळणाघरे,महाराष्ट्र राज्य
४१) महिला व बाल विकास विभागातील सर्व कार्यासने
४२) निवड नस्ती (कार्यासन ६)

# RAJIV GANDHI
# NATIONAL CRECHE SCHEME
# FOR
# THE CHILDREN OF
# WORKING MOTHERS

GOVERNMENT OF INDIA

Ministry of Women and Child Development

New Delhi

# RAJIV GANDHI NATIONAL CRECHE SCHEME FOR THE CHILDREN OF WORKING MOTHERS

## I. INTRODUCTION

The Government's sustained initiative on education and employment of women has resulted in increased opportunities for their employment, and more and more women are now in gainful employment, working within or outside their homes. The growing industrialization and urban development has led to increased migration into the cities. The past few decades have shown a rapid increase in nuclear families and breaking up of the joint family system. Thus the children of these women, who were earlier getting support from relatives and friends while their mothers were at work, are now in need of day care services which provide quality care and protection for the children. Children who used to grow up in the secure and warm laps of their grandmothers and aunts are now confronted with an insecure and neglected environment; therefore women need a safe place for their children in their absence. It has become necessary to provide support to the young children in terms of quality, substitute care and other services while the mothers are at work. Effective day care for young children is essential and a cost effective investment as it provides support to both mothers and young children. Lack of proper day-care services is, often, a deterrent for women to go out and work. Hence, there is an urgent need for improved quality and reach of day care services/crèches for working women amongst all socio-economic groups both in the organized and unorganized sectors.

Women working in the organized sector can avail day care facilities for their children which their employers are obliged to provide under various legislations, (Factories Act 1948, Mines Act 1952, Plantation Act, 1951, Inter-State Migrant Workers Act, 1980 and NREGA 2005 make provision of day care mandatory). On the other hand, the need of the children of the women working in the un-organised sector still remains largely unaddressed.

There is a worldwide consensus among psychologists, educationists, paediatricians and sociologists regarding the significance of early years of life for the optimum development of child. Early childhood is a time of remarkable brain development that lays the foundation for later learning and any damage or

impoverishment suffered at this stage is likely to be irreparable. These are years of extreme vulnerability and tremendous potential during which adequate protection, care and stimulation are essential to provide the foundation for the child's well-being and development. Thus, there is a need to adequately address the developmental needs of the children in the crèches through Early Childhood Education and Development. Early Childhood Education and Development entails that young children be provided opportunities and experiences that lead to their all-round development – physical, social, emotional, language and cognitive abilities.

A lack of adequate nutrition and proper care has irreversible consequences. Poor nutrition has a negative impact on school enrollment and readiness. Undernourished children are less likely to enroll in school and would drop out, if enrolled. A severe or chronic lack of essential nutrients in childhood impairs language, motor and socio-emotional development. In addition, extending the provision of safe drinking water and proper sanitation would reduce infant and child mortality drastically. It is more cost effective to institute preventive measures and support for children early on than to compensate for disadvantage as they grow older. The need for child care services has been emphasized in the National Policy for Children, 1974, National Policy for Education, 1986, National Policy for Empowerment of Women, 2001 and the National Plan of Action for Children, 2005.

The Steering Committee on Women's Agency and Child Rights for the Twelfth Five Year Plan (2012-17) under the aegis of the Planning Commission has, in its report, stated that the Rajiv Gandhi National Creche Scheme (RGNCS) has so far fallen short of its target of providing quality day-care services for children. Further, with the universalisation of ICDS, which aims to cater to a similar target group of children, and provides a larger gamut of services, the design of RGNCS needs a relook, to effectively reap the demographic dividend in the context of increasing needs of younger working women, patterns of migration and urbanisation, changing family support structures etc. The Committee has recommended that upgrading AWCs to AWC-cum-creches and/or revision of norms, option of different flexible models, and procedures of RGNCS would therefore be the options that may be examined and taken forward in the next Plan period so that children can be provided community based safe and nurturing spaces for their growth and development.

In the above background and based on the experience gained/feed-back received from the implementation of the Rajiv Gandhi National Crèche scheme and recommendations of evaluation study conducted by National Institute of Public Co-operation and Child Development (NIPCCD), the present scheme has been revised for strengthening the existing programme components and thus making the services more effective in achieving the envisaged objectives. The revised scheme aims to make a significant impact on the Early Childhood Care Services for children up to 6 years of age in the country.

## II. DEFINITION

A crèche is a facility which enables parents to leave their children while they are at work and where children are provided stimulating environment for their holistic development. Crèches are designed to provide group care to children, usually up to 6 years of age, who need care, guidance and supervision away from their home during the day.

## III. OBJECTIVES

(i) To provide day-care facilities for children (6 months to 6 years) of working mothers in the community.

(ii) To improve nutrition and health status of children.

(iii) To promote physical, cognitive, social and emotional development (Holistic Development) of children.

(iv) To educate and empower parents /caregivers for better childcare.

## IV. SERVICES

The scheme will provide an integrated package of the following services:

(i) Daycare Facilities including Sleeping Facilities.

(ii) Early Stimulation for children below 3 years and Pre-school Education for 3 to 6 years old children.

(iii) Supplementary Nutrition(**to be locally sourced)**

(iv) Growth Monitoring.

(v) Health Check-up and Immunization.

## V. TARGET GROUP

The scheme focuses on children of 6 months to 6 years, of working women in rural and urban areas who are employed for a minimum period of 15 days in a month, or six months in a year.

## VI. COVERAGE

The Scheme has a pan India coverage. Preference would be given to poor children and children with special nutritional needs. As on January 2015, there are 23,293 functional crèches. This Scheme will continue as a Central Sector Scheme in rural and urban areas.

In the first year of implementation of the revised Scheme, the agencies will undertake an exercise to upgrade the infrastructure in the crèches to meet the requirements of the revised Scheme. In this period the agencies will also undertake intensive inspections and weed out non-functional and non-performing crèches in these areas.

## VII. NUMBER OF BENEFICIARIES AND FUNCTIONARIES

Ideally the number of children in the crèche should not be more than 25. Of these, at least 40 percent of children should, preferably, be below 3 years of age.

It is important that adequate trained worker and helper are available to provide day care facilities and to supervise the functioning of the crèche. In addition to crèche worker, there should be one crèche helper looking after children.

Accordingly, the details of number of children and requirement of staff in a crèche will be as under:-

| S.No. | Age group of children | Number of children to be enrolled | Number of Crèche Worker | Number of Crèche Helper |
|---|---|---|---|---|
| 1 | 6 months to 3 years. | 10 (preferably) | 01 | 01 |
| 2 | 3+ to 6 years | 15 | | |
| | Total | 25 | 01 | 01 |

The minimum qualification of Crèche Workers should be Class XII (intermediate) and that of the Helper, Class X (Matriculation). In case any suitable person with these qualifications is not available relaxation may be given by the State Government/District Administration. However, in any case, the qualification may not be less than Class X and VII respectively. The age limit for both the categories should be 18-35 years at the time of appointment.

To maintain the standards of care, the worker and helper should have minimum qualifications and requisite training at the time of appointment itself, so as to enable them to understand and cater to the children's individual needs and developmental capabilities. Thus, the NGO should engage only such staff in the crèches who have been trained in the last three years from approved training centres. The training will also be provided by the implementing agencies/ mother NGOs, from their own resources.

## VIII. PHYSICAL INFRASTRUCTURE

Location/Environment

The crèche should be located in a safe and secure place which is welcoming and child friendly. It is ideal to have the crèche near the homes of children or near the place of work of the mothers (at a walkable distance i.e. ½ - 1 km) for the following reasons:

- Mothers breastfeeding their babies can conveniently come to feed their babies.
- Parents can be contacted in case of emergencies
- It is easier to pickup, bring or send the child from home
- If a child is absent for a long period of time, the crèche worker can go herself to enquire about the child from his/her home.

As far as possible the crèche environment should be akin to the child's home atmosphere and should also reflect the life style of the community.

**Crèche Building / Space Specifications**

***The crèche should not function from the crèche worker's/helper's home.***

The crèche should be preferably on the ground floor. Physical environment should be reasonably suitable for children with special needs. A crèche must have a minimum space of 6-8 sq. ft. per child (total 150-200 sq ft) to ensure that they can play,

rest, and learn without any hindrance and to ensure a safe and protective environment for children especially for those under 3 years. Care should be taken that there is sufficient space both indoors and outdoors (preferably of equal size) at the crèche. The space in the centre may be utilized in a multi-purpose manner, for example, playing area can be converted into a make-shift sleeping place for children by spreading out some durries and mats. This will facilitate organizing activities for the children to promote their development. In summers, the space outdoors should have a shaded area which is clean and safe.

In an ideal centre, the kitchen should be 25% of the covered area and toilet should be 5% of the covered area. The centre should have at least two rooms/a large hall with a roof of at least 10 ft. height for children to rest and sleep, and a playing area. The rooms should have well plastered walls having enough space for display of pictorial material in each room of the centre. There should be at least two windows placed at a height of not more than 3 ft above the ground with an area which is 1/5$^{th}$ of the floor area. Doors and windows combined should have 2/5th the floor area. The doors and gates should be constructed appropriately to ensure safety of children and also of material/equipments.

Whereas the State Government should make efforts to provide space for crèches through the local bodies, in case such space is not available, the crèche may be housed/located in a hired building.

**Light and Ventilation Arrangements**

The Centre should be clean, well lighted with adequate ventilation. A fan should also be installed in crèches where electricity supply is available. In case there is irregular/no electricity supply; provision of installing an inverter may be made by the organization.

## IX. OTHER FACILITIES

### Drinking water and Sanitary Facilities

The centre must have safe and regular drinking water facility. For this, centre should install a water filter/purifier which should be cleaned regularly. In places where there is shortage of water, adequate arrangements for storage of water may be done. At least one tank of 300 liters capacity may be installed.

Child friendly toilets including for children with special needs should be available keeping in view the safety and security of children at the centre. A clean, Indian type child-friendly toilet with water facilities, soap, clean cloth/towel, garbage bin, wash basin/sink at low level and an exhaust fan should be part of the centre. The water tap should be placed at a height that can be used independently by children. The crèche should have a regular supply of cleaning material such as phenyl, disinfectants, brooms and swabs, dustbins, garbage bins etc. Regular supervision may be done for improving the services and maintaining hygienic conditions in crèche.

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### Food and Cooking Facilities

Food provided to the children must have adequate nutritional value. As the Child stays for $7_{1/2}$ hours in the crèche, three meals i.e. one morning snack/breakfast, one noon meal (hot cooked) and one afternoon snack may be provided. Small children may be provided milk, if required. There should be variety in the food that is given to the children every day. The food should be acceptable to both babies and children. For this, the worker should know what are the nutritious preparations suitable for children below 6 years, and they must cook them with due care and cleanliness.

The centre must have adequate cooking facilities, cooking utensils, utensils to feed the children – which should be cleaned regularly before and after use. The cooking area must be located at the place which is away from the activity area of the children to avoid accidents. Basic cooking equipment like stove, gas cylinder or

traditional chullhas; feeding equipment; storage bins and boxes must be available and safely placed.

**Growth Monitoring**

Assessment of nutritional status of children using new WHO child growth standards is recognized as an important tool. The growth of children should be regularly monitored and recorded in separate growth charts for boys and girls, which should be maintained by the worker as per the new WHO child growth standards. Children in the age group 6 months to 3 years may be weighed on a monthly basis and children in the age–group 3 to 6 years may be weighed once in a quarter. For this, the Implementing Agency/NGO may tie-up with the nearest Anganwadi centre.

**Health Check-up, Medicine & First Aid Kit**

The health check-up of all children registered in the crèche should be done at least once per quarter by a registered medical practitioner/doctors from Government Hospitals. The centre must at all times be equipped with basic First Aid & Medicine Kit containing paediatric medicines for common ailments like fever, body ache, vomiting, cough and cold, diarrhea, ear-ache, eye infection, stomach ache, worm infestation etc. and band-aids/ bandages, cotton wool and disinfectants for minor injuries. ORS packets, scissors, thermometer and antiseptic ointment should also be part of the medicine kit.

The crèche should also have a tie-up with the nearby Anganwadi centre/Public Health Centre and its workers for other health care inputs like immunization, polio drops etc. Further, in case of serious illness, children may be taken to private hospital.

**Equipment and Play Material**

Within the centre, there should be sleeping facilities for children. Essential play material and teaching/ learning material which can be directly manipulated by children must be made available to meet the needs of pre-school children. Equipment, furniture

and toys should be available which are age appropriate and help to create an accessible and stimulating environment. The facilities shall include –

| Type of Facility | Material/Equipment |
|---|---|
| Sleeping & Rest* | Durries, bed sheets, cradles/ cots, pillows, mats and mosquito nets and basic furniture to meet the requirement of the children |
| Play / Pre-school activities | Out-door equipment and material like swings, slides, material for balancing activities seesaw, sandpit etc.<br>Pre School Education (PSE) Kit including games and toys for play activities – doll, ball, ring, picture books, puppets and material for painting & colouring |
| Cooking and Feeding | Gas stove, cooking utensils like pressure cooker, frying pans, feeding utensils like plates, bowls, spoons, tumblers etc. |
| Audio-Visual | Micro-processor based equipment which can also be used for interactive learning. |
| Storage | Plastic/aluminum drums/bins/boxes for storing food material and pre-school material |

* The cradles and cots should be made of washable material to maintain cleanliness.

## X. Community Participation

The local Mahila Mandals, SHGs, members of local bodies etc. may be encouraged to participate actively in the activities of the crèche. They may also be closely involved in the selection of Crèche Workers and helpers as also in the selection of beneficiaries.

## XI. CRECHE TIMINGS

The crèche timings need to be flexible. Crèches shall be open for 26 days in a month and for seven and half (7-1/2) hours per day as per the work schedule of majority of the mothers in the area, which may be from 7.00 a.m. to 2.30 p.m., 8.00 a.m. to 3..30 p.m or 9.00 a.m. to 4.30 p.m. If required, arrangements may be made for mothers who have longer working hours with extra payment for additional time at reasonable rates and on mutually agreed basis. .

## XII. USER CHARGES

User charges are necessary to bring in an element of community ownership and may be collected as under:

- BPL families - Rs 20/- per child per month.
- Families with Income (Both Parents) of upto Rs. 12,000/- per month - Rs 100/- per child per month
- Families with Income (Both Parents) of above Rs. 12,000/- per month - Rs 200/- per child per month

The collection of user charges will ensure better participation of the community and also increase the resources of the centre. The user charges so collected may be placed in a revolving fund with the implementing agency which, in consultation with local bodies, may be used for welfare of children and upgradation of facilities of the creches.

## XIII. RECORDS AND REGISTERS

The enrolment forms of children duly filled in by the parents should be available with the worker/helper after the child is registered at the crèche. In addition, the crèche worker and helper are required to maintain the following basic records and registers, which should be available for inspection at any time during the working hours of the crèche centres :-

(i) Admission/ Enrolment register for recording profile of children and their parents including profession/income of both parents.
(ii) Attendance register of children
(iii) Attendance registers of functionaries.
(iv) Health checkups records including immunization of the child
(v) Register for consumable and non-consumable items
(vi) Supplementary nutrition register for recording the food provided to the children.
(vii) The medical record of children to be shared with doctor.
(viii) Mother's meeting register
(ix) Visitors register
(x) Register for User fee

**All records and registers should have specific entry for severely underweight children.**

## XIV. TRAINING OF FUNCTIONARIES

(a) The crèches should not only provide custodial care to children but also contribute to the overall development of the child. It needs to be fully recognized that running of a crèche is not an unskilled job but requires proper and appropriate training. It is therefore imperative that all crèche worker and helper be specially trained in child care before the crèche is functional. Thus, trained crèche worker and helper are a pre-requisite for opening a crèche. The training should have preferably been done within the last three years prior to their appointment. The training will also be provided by implementing agencies /Mother NGOs from their own resources. A certificate of training of crèche worker and helper may be furnished by the organization. Training of Trainers (TOT) may be conducted by NIPCCD on request from Implementing Agency/Mother NGO.

(b) A training module prepared by NIPCCD shall be used for providing training to every crèche worker and helper after their appointment to orient them to provide better day care services and to build up child friendly environment in the Crèche Centre. The training module focuses on practical experiences in general hygiene, health and nutrition and specifically emphasizes the development and use of innovative teaching methods for pre-school children. Regular refresher training once in every two years is mandatory for both worker and helper which the implementing agency/mother NGO will undertake from its own resources.

(c) The training would enable crèche **worker/helper** to:

- Develop better understanding of critical issues of child survival, growth and development with special reference to children below three years and to orient them to integrated approach to child development.
- Emphasize on areas such as childcare, health care including first -aid.
- Inculcate basic personal hygienic habits in children
- Coordinate with AWWs/ASHA/ANM for immunization, health related services.

- Develop skills for monitoring growth of children.
- Develop basic understanding of nutritional needs of children and methods of cooking healthy, tasty and nutritious food.
- Develop basic understanding among the crèche workers/helpers about the need and importance of day care for children.
- Develop skills for organizing various activities to promote all-round development of children with adequate teaching/learning material.
- Develop skills in addressing the psycho-social care of young infants and toddlers.
- Develop an appreciation about the need of parent's participation and community involvement in the crèche programme and skills to work with parent and community

(d) After training the Crèche **worker/helper** will be expected to perform following functions:-

- Organize stimulation activities for children below 3 years.
- Organize pre-school education activities for children between 3 to 6 years of age.
- Prepare low cost teaching, learning material for children.
- Monitor growth of children and accordingly provide counseling to parents.
- Teach personal hygienic habits to the children.
- Prepare nutritious food for children attending the crèche centre.
- Keep the centre and its surroundings neat and clean.
- Motivate parents for immunization and coordinate with AWWs/ASHA/ANM for health related activities
- Provide proper arrangements for sleep and rest of children.
- Create awareness about better child care in the community through mothers' meetings
- Maintain records and registers
- Ensure visits by doctors/health workers

## XV. IMPLEMENTATION OF SCHEME

The RGNCS will continue to be implemented as a Central Sector Scheme (CSS) where MWCD will provide 90% of the required funds for all components as per the norms of the Scheme and the balance 10% will be provided by the NGOs actually

running the crèches at ground level. The implementing agencies shall ensure the 10% contribution from the NGOs actually running the crèches and will provide documentary evidence/proof of 10% share.

**A. Implementing Agencies**

Implementation shall continue through the existing mother non-governmental organisations and CSWB. These organisations in turn could implement the Scheme through other suitable voluntary/ non-governmental organizations, if required. The implementing agencies will run the crèches as per the Standard Operating Procedure (SOP).

**B. Eligibility Conditions**

The implementing organizations must fulfill the following eligibility conditions:

a) The organisation should be registered under law and must have a properly constituted Managing Body with its powers, duties and responsibilities, clearly defined and laid down in its Constitution;

b) The organization must not work for profit of any individual or body of individuals;

c) It should ordinarily have three years experience in the relevant field after its registration.

d) Its financial position should be sound;

e) It should have facilities, resources, experience and personnel to initiate the scheme for which assistance is sought.

**C. Identification of Location**

The first step of project implementation exercise by the Mother NGOs/ Implementing Agency would be to undertake an analysis of the requirement of crèche services at the district level based on a survey and a proper mapping of the existing crèches so as to assess the demand of crèches in the State. A meticulously conducted benchmark survey can generate valuable information on the early childhood care services in the State besides also helping in identification of beneficiaries for the crèche.

As part of the project formulation exercise, the implementing agency/ Mother NGOs will have to ensure the inputs relating to recruitment and training of staff, health and nutrition services, awareness generation, pre-school education activities and linkages with Government Departments. The site of the crèche may be reviewed in consultation with local bodies.

## XVI. LINKAGES/COORDINATION WITH GOVT. DEPTTS.

Implementing agency/Mother NGOs and the crèche worker/helper must ensure linkages with the local Primary Health Centre (PHC)/Govt. Hospitals or Sub-centre in the area. They should also have a tie-up with the nearby Anganwadi centre and its workers for health care inputs like immunization, polio drops, basic health monitoring. Community support from local bodies is also envisaged in the scheme to ensure their participation.

## XVII. MONITORING OF CRECHES

Regular and strict monitoring may be conducted at different levels to ensure effective running of the scheme and also to ensure that the beneficiaries are delivered services as envisaged in the scheme. Monitoring of crèches being run under the scheme may be conducted at following levels.

i. Local level monitoring.
ii. Monitoring by Implementing Agencies/Mother NGOs.
iii. District level monitoring by District Monitoring Committee to be headed by the District Magistrate and assisted by the District Child Protection Unit set up under the Integrated Child Protection Scheme.
iv. Monitoring by Independent monitoring agencies.
v. Mobile/web based monitoring.

### (a) Monitoring at Local Level

Community support is also envisaged in the scheme to ensure their participation and to supplement the efforts of the Government. At the local level, a local crèche committee will be formulated in the area for close supervision and monitoring. The Local Crèche Committee may be constituted by the State Government through a notification/order and shall include members from Block level like Tehsildar/Block Development Officer, local Child Development Project Officer under the Integrated Child

Development Scheme (ICDS) of the Ministry, a representative from the local Health Department and a Social Welfare Officer of the area. The local crèche committee would visit the crèche once in a month. The Committee would also look into the grievances of the beneficiaries/parents for redressal. The names of the Committee members with their contact numbers should be displayed at the crèche centre.

**(b) <u>Monitoring by Implementing Agency/Mother NGOs</u>**

The crèches should be regularly supervised by the officials/staff/managing committees of implementing agency/Mother NGOs including President/Secretary. Supervision should not be just checking of records, guidance should be provided in running crèches especially on:-

- Ensuring proper record maintenance by the workers/helpers.
- Support and Guidance by managing committee in solving day-to-day problems.
- Constitute a local committee of Mothers' group, members from Panchayati Raj Institutions, local leaders for community based monitoring.

Record of such monitoring and supervision should be available at the respective crèche.

**(c) <u>Monitoring at District Level</u>**

The monitoring committee at the District level should be headed by the Distt. Magistrate (assisted by District Child Protection Units set up under the Integrated Child Protection Scheme) and should also include Members of the Parliament in the District and the Members of the Legislative Assembly of that District. The Committee should carry out monitoring of the crèches every six months which may be conducted jointly with the Anganwadi Centres under ICDS Scheme.

**(d) <u>Monitoring by Independent Agencies</u>**

To ensure meaningful and effective assessment, the crèches should be monitored by independent organizations, selected by the Ministry of Women & Child Development which are not part of the implementation process.

Independent monitoring agencies must inspect every unit once in a year and submit their report to the Ministry. During monitoring, the independent agencies will inspect and verify the records of monitoring done at Local Level, by Implementing Agency/Mother NGOs and at District Level. Schools of Social Work, Home Science Colleges, Women's Studies centres and other reputed agencies may be engaged to monitor crèche units. They may be regularly provided list of sanctioned units in their respective areas with complete address and details of the NGOs/other agencies.

A lump sum one time grant of Rs.10,000/- would be given to each Identified agency and Rs.1000/- per crèche visit.

A uniform format may be prepared for the Monitoring Agencies. This will enable to ascertain that the basic minimum requirements are being met with in each crèche centre. The Monitoring Agency must review the centres in all their aspects, referring to the guidelines in particular. They must, in the course of the inspection, also assess the motivation and capacity of the implementing agencies.

**(e) Mobile/web based Monitoring**

In addition to the above monitoring, Implementing Agency/Mother NGOs will make provision for Mobile/web based Monitoring by which the activity at the individual creche can be monitored in real time by their State Units/Central Unit. Implementing Agency/Mother NGOs will submit an action plan and budget to implement this on a pilot basis during the $12^{th}$ Five Year Plan. For this purpose, an allocation of Rs 05.00 crores has been proposed. Based on the learnings and experience gained from the pilot, necessary changes will be incorporated prior to its implementation. Subsequently the coverage of web based monitoring will be increased to cover all the creches under the scheme during next plan.

**(f) Central Monitoring Cell**

There would be Central Monitoring Cell in the Ministry for effective monitoring of creches all over the country to ensure that children are getting proper care, food and basic amenities in the crèche as per provisions of the Scheme. There would be one Project Manager at a remuneration of Rs. 40,000/- per month and two Project Officers at a remuneration of Rs. 30,000/- per month each.

## XVIII. Schematic Pattern

The present scheme will provide assistance to Implementing Agency/Mother NGOs for running crèches for babies (6 months to 6 years) for various components as tabulate below:

**Financial Assistance/Recurring Grant:**

**A. Recurring Grant (For a crèche of 25 children)**

| S.No | Item | Ceiling of expenditure | Sharing ratio | Expenditure per annum | Implementing Agencies/ NGOs share per annum | Govt. share per annum (Grant) |
|---|---|---|---|---|---|---|
| **1.** | **Honorarium** | | | | | |
| (a) | Crèche worker | Rs. 3000/- per month | 90:10 | Rs.36000/- | Rs.3600/- | Rs.32400/- |
| (b) | Creche helper | Rs. 1500/- per month | 90:10 | Rs. 18000/- | Rs 1800/- | Rs. 16200/- |
| (c) | Doctor | Rs.250/- per visit per quarter | 90:10 | Rs.1000/- | Rs.100/- | Rs.900/- |
| **2.** | **Supplementary nutrition for 26 days in a month** | | | | | |
| | Rs. 12.00 per child per day for 25 children | Rs 7800/- per month | 90:10 | Rs.93600/- | Rs.9360/- | Rs.84240/- |
| **3.** | **Other Items** | | | | | |
| (a) | Medicine Kit | Rs. 500/- six monthly | 90:10 | Rs.1000/- | Rs.100/- | Rs. 900/- |
| (b) | PSE Kit | Rs. 2000/- per year | 90:10 | Rs.2000/- | Rs.200/- | Rs.1800/- |
| (c) | Monitoring by independent agencies (once in a year) | Rs.1000/- per crèche per visit | 100% | Rs.1000/- | -- | Rs.1000/- |
| **4.** | **Total Expenditure** | | | **Rs.152600/-** | **Rs.15160/-** | **Rs.137440/-** |

**Non-recurring Grant**

The provision of non-recurring grant has been made in the scheme to enable implementing agencies to provide the basic minimum facilities to ensure that children in the crèche have a hygienic and healthy child friendly environment for their proper growth and development.

**B. Non-Recurring Grant (For a crèche of 25 children)**

| S. No. | Item | Ceiling of Expenditure | Sharing Ratio | Expenditure | Implementing Agencies/ NGOs share | Govt. share (Grant) |
|---|---|---|---|---|---|---|
| 1. | Non-recurring grant for a period of five years | Rs 10,000/- once in the beginning of every new crèche and a subsequent grant of Rs. 5000/- at an interval of five years towards replacement/ purchase of equipment/ furniture, water filter, etc. | 90:10 | (i) Rs.10,000/- (ii) Rs 5,000/- | (i) Rs 1000/- (ii) Rs 500/- | (i) Rs 9000/- (ii) Rs 4500/- |
| 3. | One time grant for Monitoring Agencies | Rs.10,000/- once | 100: 00 | Rs.10,000/- | --- | Rs 10000/- |
| 4. | One time grant for Mobile/web based monitoring | Rs 5.00 crore (For implementation on pilot basis) | 100: 00 | Rs 5.00 crore | --- | Rs 5.00 crore |

**XIX. Role & Responsibilities of NGOs Running Crèches**

**(A) <u>Infrastructural facilities:</u>**

- Crèche should not be located in crèche worker's/helper's home.

- The crèche must be clean, well-lighted with adequate ventilation.  It should have at least two rooms as per the specifications laid in the scheme. Also adequate safe play area outside the centre should be ensured.
- Provision of at least one fan and tube light/CFL in each room. Provision of an inverter is to be made if there is frequent electricity cut down in the area.
- Conduct field level surveys for assessment of needs of community, identifying location of the crèches and also eligible children.
- Coordinate with village/local leaders/PRIs and stakeholders for identifying/reviewing site for the crèche.
- Observance of certain minimum standards in provision of absolutely essential crèche services - sleeping space, child friendly toilets, safe drinking water facilities, supplementary nutrition (3 times), health check-ups etc.
- Ensuring availability and replenishment of the consumable items like cots, mattresses, walkers, towels, buckets, cooking, serving utensils etc.
- Recruitment of crèche workers/helpers as per the guidelines laid down in the scheme.
- All crèche workers/helpers to be provided short term training.  The training institutions of ICDS functionaries i.e. Anganwadi Workers Training Centres (AWTCs) & Middle Level Training Centres (MLTCs) may be utilized in addition to the institutions identified by implementing agencies.  A certificate to this affect should be attached with application while applying for new creches.

**(B) <u>Service Delivery</u>**

- Concerted efforts must be made to enroll more children below 3 years of age. Close monitoring during enrolment is required by the voluntary organizations so that intended target group is not left out.  The voluntary organizations should make efforts to enroll children of  working mothers of the area.
- Adherence to timings of the crèche for $7^1/2$ hours for 26 days in a month. The timings for opening of the crèche can be fixed in accordance with the requirements of local community.
- It is imperative on the part of the organization actually running the creche to arrange indoor and outdoor play material for children in sufficient quantity in order to provide conducive environment for learning through play way method.

- Since the scheme has the provision of supplementary nutrition (**to be locally sourced**), the kitchen and storage facility for food grain is imperative. Storage facility like a separate small room, storage drum and covered tins etc. should be provided by the organization.
- Involvement of SHGs / women groups in supply of supplementary nutrition can be ascertained which is to be locally sourced.
- Ensuring availability of First-aid and Medicine kit at all times.
- Organization of Mothers' meeting on issues pertaining to nutrition such as growth monitoring, feeding of children and health related information.
- Ensuring continuous participation of people to support the programme. The approach of organization should be educative to gear up community for active participation in the programme.
- Display of information on number of crèche, name of the village/location, name of crèche workers and helpers, name of NGO with contact numbers contact number of the chief of organization, name of doctor visiting the crèche, names of local committee members and menu of Supplementary Nutrition, etc. at the crèche site.
- Mobilize community support for the programme by conducting community meetings and home visits and to create awareness among community to utilize the services of crèches so that women are confident to leave infants at the crèche.

**(C) <u>Financial Management</u>**

- Maintenance of Record of assets acquired wholly or substantially out of the grant received from implementing agency.
- Timely submission of Statement of expenditure (SOE) supported by utilization certificate & audited accounts and the performance report for the previous financial year so as to avoid delay in release of funds.
- Collection of user charges and its utilization for welfare of the children – celebrating birthdays/festivals etc., maintenance of crèche building etc.
- Regular payment of honorarium to worker by NGOs may be ensured.
- Establishing reward system for appreciation of work.

**(D) Coordination and Convergence**

- Ensure linkages with the local PHC/sub centre/Govt. Hospital in the area for immunization and basic health check up of children.
- Ensure convergence with other schemes and programmes like ICDS, SSA, and MGNREGS etc within the vicinity.
- Arrangements for doctor's visit for medical check-up of children should be ensured. Unwillingness of qualified doctors to visit far flung crèche centres in rural areas needs to be adequately compensated.

**(E) Supervision of Crèches**

The Implementing Agency/Mother NGOs will ensure proper supervision of the functioning of crèches so that services of the prescribed standard are provided to the children. This will be ensured by way of regular periodic visits (both, planned as well as surprise visits) by the qualified staff of the Implementing Agency/Mother NGOs.

**(F) Pre-conditions for Applicability of revised norms to existing crèches**

- The minimum space requirement of 6-8 Sq ft. per child may be adhered to. It is mandatory that crèche should not run from crèche worker's/helper's house.
- Proper environment like proper ventilation, lighting facilities and hygienic conditions.
- All crèche workers and helpers need to be trained. No funds would be released to NGOs who have untrained crèche workers/helpers.
- It is mandatory for the implementing agency/Mother NGOs to run crèches for $7^1/_2$ hrs. duration.
- A baseline survey will be conducted by implementing agencies/Mother NGOs in the month of March every year to ascertain the requirement/willingness of children to attend the crèches.
- All children attending crèches to be provided with identity cards.
- Implementing agencies should give undertakings regarding fulfillment of the above conditions before the funds are released to them.

**XX. Evaluation of the Scheme**

To assess and ensure success of the scheme, evaluation of the scheme will be done, by an independent, impartial and reputed agency, particularly to assess the impact of the scheme on the intended beneficiaries, possible changes, modifications and improvements in the delivery of services to the beneficiaries as also to identify the gaps in the implementation of the scheme and to suggest remedies, thereof. An amount of Rs.1.00 crore has been provided for evaluation of the scheme during the XII Plan period.

**XXI. In case of default**

(a) In the event of any violation or breach of any provision of the scheme or the implementing agency/Creche ceasing to exist at any time, all assets created out of Government grant shall revert to the Government of India or the amount involved would be recovered as under the Indian Penal Code, as may be applicable.

(b) In addition to this, in the case of any misappropriation of funds by Implementing Agency/Mother NGOs, the Government would initiate criminal proceedings by lodging an FIR against the defaulting implementing agency, and taking strict legal action in order to recover the grant with a penal rate of interest as agreed in the bond to be furnished before the release of grant.

(c) In case of any minor default (like keeping less children in crèche and reporting higher number, badly treating the children, making wrong entry in the book of records and keeping such children who are not covered under the scheme by the implementing agencies), the Ministry on its own or on recommendation of the State Govt. shall be empowered to deduct up to 10% of the sanctioned amount as penalty. For a major default (like siphoning of funds for some other purpose and submission of forged documents), besides the action proposed in the preceding paras, the name of the organization will be listed as a blacklisted organization in the Ministry's website. Ministry shall also refuse grants/assistance to an organization in which the person, who is in the Board of Management of the blacklisted organization, is also a trustee/member of the Board of Management.

## XXII. Transitional Provisions

The implementing agency/Mother NGOs will undertake a comprehensive review of all the existing crèches with in a time-bound manner through a well defined mechanism and criteria. The criteria for furnishing the report by implementing agency/Mother NGOs would include but not be limited to:

- Location of the crèche and need assessment;
- Condition of the building where it is situated and the size of the crèche;
- The number of existing children and the number which could be accommodated within the crèche in future;
- Strength of the staff and the manner in which the creche is being managed;
- Facilities available to the children of the creche;
- Adequate number of children enrolled during last five years or since the inception of the crèche.

## XXIII. Conditions for Release of Grants

NGOs/Organisations will get themselves registered with the Implementing Agencies (i.e CSWB/Mother NGOs) from whom they are seeking grants-in-aid for running the creches. NGOs/Organisations already running the creches under the scheme will also get themselves registered with the CSWB/Mother NGOs before seeking further grant-in-aid. While registering NGOs/Organisation, CSWB/Mother NGOs will ensure that the NGO/Organisations have sufficient facilities for safety & security of children in the crèche and **they should also have the Aadhar Number of Key Functionaries of the Creche and beneficiaries ie children**.

Grants will be released on quarterly basis to the Implementing Agency/Mother NGOs on receipt of request and requisite documents. The grants will be released on the basis of actual number of children being provided facilities on a monthly basis under the scheme. No grants will be released, in case, the number of children in a particular month falls below 10. In cases where number of children for a particular month is less than 25 but more than 9, cost towards Supplementary Nutrition will be provided on pro-rata basis.

Application for the release of grants shall be accompanied by a statement of accounts by Implementing Agency/Mother NGOs and a Utilization Certificate, signed by a Chartered Accountant. However, final installment (ie fourth quarter) shall be released only after audited statement of accounts and a Utilization Certificate signed by a Chartered Accountant for the previous year is also received and found in order. The utilization certificate should be provided as per proforma given in the GFRs as at Annexure-B. In addition Implementing Agency/Mother NGOs will also furnish an undertaking/certificate to the effect that crèches are functional and running as per stipulated norms along with details of functional crèches for which grant has been requested (Proforma at Annexure C).

CSWB will also provide documentary evidence/proof of 10% share coming from non central govt sources at the time of every request for release.

## XXIV. Procedure for submission of application for Opening/Closure of Crèche

Implementing agency/Mother NGOs will forward the application for opening of a crèche to the Ministry duly recommended by their State Units. It will, however, be open to the Central Social Welfare Board to entertain an application direct from an institution/organization of an All India character and thereafter, send the application to the Ministry. No crèche will be opened/relocated without the approval of the Ministry. However, new crèche may be opened/relocated with **the approval of the Ministry only in lieu of closed crèches,** where Anganwadi Centre-cum-Creche under ICDS does not exist or is not proposed to be established.

Application should be made in the prescribed form given at Annexure-A. Each application should be accompanied by the Documents mentioned in para 17 of the application form.

In case implementing Agency/Mother NGOs decide to close any of its crèches due to mal-functioning or otherwise, a report of the same shall be sent to the Ministry.

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**Annexure-A**

# RAJIV GANDHI NATIONAL CRECHE SCHEME FOR THE CHILDREN OF WORKING MOTHERS

## APPLICATION FORM

Note (Application received in an incomplete form will not be entertained.)

1. Name of the Institution/organization & names of owner and Board of management members with contact details alongwith Aadhar numbers.

2. Brief history of the Institution/Organization including the details of its All India Character, if any, and its objects and activities:

3. Whether recognized by the State Government:

4. Whether registered under Indian Societies Registration Act, 1860 (ACT XXI of 1860)

5. Does the institution/organization work for profit to any individual or body of individuals?

6. Whether organization is/was running any creches. If so, details of number of beneficiaries (ie babies of 0-6 years of age) and the number of creches run by the organization.

7. Details of the crèches, number of beneficiaries (i.e. babies in the age group of 0 month to 3 years and 3-6 years) and likely dates of commencement of the crèche project for which grant is applied alongwith justification for the project indicating its important features which entitle it to central assistance

8. Names, postal address and qualification of crèche worker and helper .

9. Amount of grant requested for one year and source of funding for the organizational share of 10% (minimum):

| Item | 90% GOI Share | 10% organization share(of NGO actually running the crèche) | Total | Source of funding (10%) |
|---|---|---|---|---|
| Non-Recurring (Item wise) | | | | |
| Recurring(Item wise) | | | | |
| Total | | | | |

10. Is accommodation available for running the crèches to or temporary shelter is proposed to be improvised? (Own/Rented Building)

11. List of papers/statements to be attached (as per appendix).

**Signature of Secretary/President.**

****

**Appendix**

## List of papers/statements to be attached with Application

1. Audited accounts for last 3 years along with a copy of their certified balance sheet for the previous year:

2. A statement giving details (year, purpose, amount etc.) of assistance received during the last 3 years from the Central/State Government, Central Social Welfare Board, local bodies or any other quasi-Government institutions including requests made thereof to any one of these or any other organization for the project under consideration or for any other project:

3. Qualification of Creche Worker and helper.

4. Certificate of Training of Creche Worker and helper.

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**Annexure-B**

**Utilization Certificate**

**…….**

| Sl.No. | Letter No. and date | Amount |
|---|---|---|
| | | |
| | | |
| | | |

Certified that out of Rs……… of grants-in-aid sanctioned during the year……in favour of…….under this Ministry/Department Letter No. given in the margin and Rs. ………. on account of unspent balance of the previous year, a sum of Rs. …….has been utilized for the purpose of…….for which it was sanctioned and that the balance of Rs…..remaining unutilized at the end of the year has been surrendered to Government (vide No………, dated……..)/will be adjusted towards the grant-in-aid payable during the next year…….

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

1.
2.
3.
4.
5.

Signature……………….
Designation……………
Date……………………

**ANNEXURE-C**

**Certificate**

It is certified that __________ (Number) creches are functional and running as on _______________, 2015 as per stipulated norms and ___________ (number) of children are benefited under the RGNCS. Details are as attached.

2. It is also certified that a sum of Rs _______________ has been received from organizations(towards 10% organizational share) actually running the creches at ground level during the previous Ist/ 2nd/3rd/4th quarter from ______ to _____. These amount has been deposited in the Bank. (A/c__________________).

3. An amount of Rs._____________ has been received on account of user charges during the quarter & the same has been utilized to provide following facilities:-

(i)

(ii)

(iii)

Signature----------------
Designation-------------
Date :-------------------

**List of Creches under Rajiv Gandhi National Creche Scheme(RGNCS)**

| **S.No** | **Name of the States/UTs** | **No. of approved creches** | **No. of functional creches** | **No. of Children Enrolled** | **Remarks** |
|---|---|---|---|---|---|
| | | | | **0-3 yrs -**<br>**3-6 yrs -** | |
| | | | | **0-3 yrs -**<br>**3-6 yrs -** | |
| | | | | **0-3 yrs -**<br>**3-6 yrs -** | |
| | | | | **0-3 yrs -**<br>**3-6 yrs -** | |
| | | | | **0-3 yrs -**<br>**3-6 yrs -** | |
| | | | | **0-3 yrs -**<br>**3-6 yrs -** | |
| | | | | **0-3 yrs -**<br>**3-6 yrs -** | |
| | | | | **0-3 yrs -**<br>**3-6 yrs -** | |